### WEEKLY PROGRESS REPORT

| NAME                   |                         |                 | WEEKET TROOKEGO KET OKT |
|------------------------|-------------------------|-----------------|-------------------------|
|                        |                         |                 |                         |
| Supervisor's Signature |                         |                 |                         |
| RUSHES                 | TOTAL SAMPLES ASSIGNED: |                 |                         |
| 1001120                |                         |                 |                         |
|                        | *                       |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
|                        | +                       |                 |                         |
|                        | +                       |                 |                         |
|                        |                         |                 |                         |
| RUSHES                 |                         |                 |                         |
| ROSHED                 | 8                       |                 |                         |
|                        | 3                       |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
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|                        | +                       |                 |                         |
|                        |                         |                 |                         |
|                        |                         |                 |                         |
|                        |                         | LABORATORY TIME |                         |
|                        | Time Allocation         |                 |                         |
| VACATION               | 1                       |                 |                         |
| HOLIDAY                |                         |                 |                         |
| SICK                   |                         |                 |                         |
| PERSONAL               |                         |                 |                         |
| COMP TIME              |                         |                 |                         |
| LEAVE W/O Pay          |                         |                 |                         |
| COURT                  | -                       |                 |                         |
| COURT TRAVEL           |                         |                 |                         |

# Week Ending

# Drug Laboratory

### RUSH cases\*

|   |        |                          | 110011 00303 |   |
|---|--------|--------------------------|--------------|---|
| 0 | RUSHES | TOTAL SAMPLES COMPLETED: |              | 0 |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |
|   |        |                          |              |   |

# N/A=No Analysis Needed

| Back Log: 1 |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|
|             |  |  |  |  |  |  |  |
|             |  |  |  |  |  |  |  |
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|             |  |  |  |  |  |  |  |

|          |                    | , | SUMMAR | Y |
|----------|--------------------|---|--------|---|
| Overtime |                    |   |        |   |
|          | SAMPLES ASSIGNED   |   |        |   |
|          | SAMPLES COMPLETED  |   |        |   |
|          | SAMPLES IN BACKLOG |   |        |   |

|        | QA/QC              |   |  |
|--------|--------------------|---|--|
|        |                    |   |  |
|        |                    |   |  |
|        |                    |   |  |
|        | INSTRUMENT MAINT.  |   |  |
|        | TRAINING           |   |  |
|        | TRAINING TRAVEL    |   |  |
|        | MEETINGS           |   |  |
|        | CASEWORK           |   |  |
|        | OTHER - IN LAB     |   |  |
| Safety | OTHER - OUT OF LAB |   |  |
|        | Total All          |   |  |
|        | Total Out of Lab   |   |  |
|        |                    | • |  |

| Comments: |             |  |  |  |  |  |
|-----------|-------------|--|--|--|--|--|
|           | In Progress |  |  |  |  |  |
|           |             |  |  |  |  |  |
|           |             |  |  |  |  |  |
|           |             |  |  |  |  |  |
|           |             |  |  |  |  |  |
|           |             |  |  |  |  |  |
|           |             |  |  |  |  |  |

| Total time out of lab |                                    | 0.00                               |
|-----------------------|------------------------------------|------------------------------------|
| Total time in lab     |                                    | 37.50                              |
| Total overtime*       |                                    | 0.00                               |
|                       |                                    |                                    |
| Cases worked on OT    |                                    |                                    |
|                       |                                    |                                    |
|                       |                                    |                                    |
|                       |                                    |                                    |
|                       |                                    |                                    |
|                       | Total time in lab  Total overtime* | Total time in lab  Total overtime* |

Type Case# Type 0